

Job Description
Missouri State Highway Patrol

Class Title: Cook Supervisor

Title Code: V00304

Effective Date: 01/01/88

Date Reviewed: 12/19/2003

Date Revised: 12/27/04

Immediate Supervisor: Food Service Manager

Position Supervised: Cook I, II, III

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

An employee in this position is responsible for the preparation and cooking of food as a shift supervisor in the Academy kitchen. Work includes the supervision of a small number of lower level cooks and helpers in salad preparation, cooking, baking, etc. General supervision is received from the Food Service Manager; however, the employee is expected to exercise independent judgment in the performance of assigned tasks.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

Safeguards all food, supplies and equipment from damage and theft.

Coordinates the preparation and cooking of food for meal time schedules.

Inspects food for freshness or spoilage; properly stores leftover food at prescribed temperatures.

Assists in the planning of menus and the utilization of leftover foodstuffs.

Cuts, carves and slices meats by using hand cutting instruments, electric meat saw or slicing machine.

Supervises and/or prepares a major part of a meal; cooks vegetables, meats; bakes pastries and bread; and makes salads and desserts.

Maintains sanitary conditions in the kitchen and dining area by supervising and participating in the cleaning of stoves, ovens, grills, floors, freezers, refrigerators, cabinets and other kitchen utensils, equipment and surfaces.

Plans, supervises, and directs the work of lower level cooks and helpers.

Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of materials, methods and equipment used in large-scale cooking.

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Thorough knowledge of the operation and use of dish room equipment.

Thorough knowledge of the modern principles and practices of large-scale kitchen management.

Some knowledge of basic principles and techniques of supervision.

Thorough knowledge of food value and nutrition.

Thorough knowledge of the hazards of general cooking work.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to observe adequate safety precautions.

Ability to work long hours while standing.

Ability to cook on a large scale.

Ability to identify type, cuts and grades of meat.

Ability to understand and follow oral and written instructions.

Ability to plan, direct and supervise the work of others.

Ability to plan and prepare meals on a large scale.

Ability to work independently with general supervision.

Ability to establish and maintain harmonious working relations with others.

Ability to exercise judgment and discretion.

Possess sufficient physical strength to permit the lifting and/or carrying of heavy objects.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess at least two years experience as a Cook III or comparable experience.

NECESSARY SPECIAL REQUIREMENTS

Possess at least one-year supervisory experience or successfully complete the department's supervision course within a period not to exceed one year after becoming a supervisor or possess comparable training.

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